



The European Union Delegation to Serbia is looking for:

Secretary

Post no. 117385

We are

The mission of the Delegation of the European Union (EU) to the Republic of Serbia is to represent the EU in Serbia, promoting and defending fundamental values and interests of the EU and its Member States; monitoring and supporting Serbia's accession, including through successful implementation of the EU assistance programmes and their visibility.

We offer

We offer a post of a **Secretary, local agent, functional group III, who will serve in the Finance, Contracts and Audit Section of the EU Delegation to Serbia** and whose tasks should be flexible to adapt to the needs of the EU Delegation.

Functions will include:

Working as secretary assigned to the finance team, tasks according to the job description.

Place of employment will be Belgrade. The post is on a full time basis with normal working conditions, while time wise flexibility is sometimes required to adapt to the working environment. We offer a competitive remuneration in an international environment. Benefits, such as additional pension scheme and medical insurance, are offered to employees and their families under certain conditions.

We look for

We look for a highly motivated and dedicated individual with relevant working experience, with very good coordination and communication skills and high ethical standards.

Requirements:

Minimum Requirements:

- Medically fit to perform the required duties
- Enjoys civil rights and permits for employment under local law

How to apply:

Please send your application and supporting documents to the following e-mail address:

DELEGATION-SERBIA-ADMINISTRATION@eeas.europa.eu

Subject of the message: Secretary (Ref. ADMIN/117385/2020)

The package should include a motivation letter, a detailed recent CV, copies of diplomas, working experience and relevant certificates.

The job description and standard CV form for application can be downloaded from the EU Delegation to Serbia web site: <http://www.europa.rs>.

Shortlisted candidates may be contacted for competence tests and afterwards for interviews.

The Delegation will not supply additional information or discuss the selection procedure by telephone. Please address any queries concerning this procedure to DELEGATION-SERBIA-ADMINISTRATION@eeas.europa.eu

Deadline for applications: 8th November 2020, 16h Belgrade local time.

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